

# Retention and Classification Report

**Agency:** Maria Montessori Academy (Utah) (3553)

2505 North 200 East  
North Ogden, UT 84414  
801-827-0150

**Records Officer** Emily Bejarano

27711    Accounts payable  
28612    Purchasing records

**AGENCY:** Maria Montessori Academy (Utah)

**SERIES:** 27711

3

**TITLE:** Accounts payable

**DATES:** 2010-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. Correspondence with vendors and computer printouts may also be included.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 1.

**AUTHORIZED:** 05/11/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Fiscal

This retention is based on (UCA 70A-2-725 (1998)), which specifies a four-year statute of limitations in contracts for sale.

**AGENCY:** Maria Montessori Academy (Utah)

**SERIES:** 27711

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Maria Montessori Academy (Utah)

**SERIES:** 28612

3

**TITLE:** Purchasing records

**DATES:** 2010-

**ARRANGEMENT:** Numerical by purchase order number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (2014)). These records authorize the purchase of supplies or equipment. Information includes the name of requester, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature and related records.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 7, Item 7.

**AUTHORIZED:** 12/12/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**AGENCY:** Maria Montessori Academy (Utah)

**SERIES:** 28612

**TITLE:** Purchasing records

(continued)

**PRIMARY CLASSIFICATION:**

Public